

PROCEDURES FOR INSTALLATION CLEARANCE (PCS ONLY)

1. Upon receipt of PCS orders the DA Form 31 (Leave Form) must be completed. The leave form will end on service member's reporting date to their next duty location (Service member has the option to sign in off leave early). The Military Personnel Service Center will issue clearance papers no earlier than (NET) ten duty days prior to schedule departure for transition or PCS leave. **Service member will need PCS orders, Agency clearance papers, and their PCS leave form (DA31) to pick up clearance papers.** You will be given a final out appointment with issuance of clearance papers.
2. If service member is proceeding on a no cost move and doesn't desire PCS leave, then issuance of clearance papers will be 10 working days from their reporting date to next duty location. ONLY the following agencies need to be cleared:
 - FINANCE (Pentagon, RM 2C1052)
 - SECURITY (Taylor Building, 8th floor, Crystal City)
 - YOUR AGENCY
 - MPSC (Taylor Building, 8th floor, Crystal City)
3. Once all of the required forms are received, someone from the **Military Personnel Service Center** will contact you and provide you with the necessary clearance papers; also you will be given a final out appointment with the **Military Personnel Service Center**. The MPSC, Customer Service Section will make arrangements to have the service member's 201 file at the final out appointment.
4. You must have the following documents when you come into the **Military Personnel Service Center** for your final out appointment:
 - a. Completed clearance papers including agency (if your agency does not have unit clearance papers a memo stating that you have cleared your agency must be provided)
 - b. 1 copy of orders (to include amendments)
 - c. DA Form 31 (Leave/PTDY)
 - d. A copy of your last OER/NCOER or memorandum stating why you have not received one
 - e. DA FORM 2962 (SECURITY TERMINATION STATEMENT)
 - f. Completed DA Form 7425 if you are PCSing via the CRC.
5. If you are PCSing, you must clear everything listed below regardless of your rank. If you fail to do this, finance may withhold up to 45% of your final pay until they can verify that you have no outstanding debts.

ITEMS TO CLEAR/ LOCATION/ PHONE NUMBER

<u>ACTIVITY</u>	<u>LOCATION</u>	<u>PHONE</u>	<u>CLEAR</u>
*Housing	Ft Myer bldg 416	696-3557	PCS
Dental	Primary Care Facility		PCS
Medical	Primary Care Facility		PCS
Transportation	8th Floor, Taylor Bldg	602-1906	PCS
*Security	Your Agency		PCS
Finance	Pentagon, 2C1052	692-9275	PCS

* Housing -Ft Belvoir 703-805-2914, Andrews AFB- 301-981-5165, Ft Myer 703-696-3557, FT Meade 410-672-4570, Bethesda-301-295-0798, Quantico-703-784-2711, Walter Reed-202-782-3117

* Security – If your agency doesn't have a Security office, go to Crystal City at 2530 Crystal City Drive, the Taylor Building/NC#3, 8th floor, Phone: 602-1906

Questions referencing to out-processing may be addressed by calling CUSTOMER SERVICE at the following numbers: 602-1253, 602-1255, 602-0446.